



Advancing
the Community
of Tomorrow

Employment with ACT

About ACT

Founded in 1971, ACT Programs provides a safe haven where toddlers to teens from many faiths, cultures and economic backgrounds gather to learn, play and grow. ACT consistently provides children and their families with high quality services that sustain, support and enhance their ability to thrive in diverse communities. ACT offers year-round, affordable, reliable, nonsectarian and socially enriching educational programs and special events for families in and around the Cathedral of St. John the Divine. Our staff members value empathy and understanding, and encourage the children in their care to try new things, live authentically, be kind to all, and have fun.

Administration

Office Manager

Full-Time, Monday – Friday

The Office Manager will work closely with the Executive Director and Administrative Director to address client needs, manage a busy front office, and oversee registration, records, and program coordination. This position requires the ability to juggle multiple priorities, respond quickly to changing demands, and maintain professionalism in a highly trafficked office. Candidate must be technologically proficient. The Office Manager oversees the Office Assistant.

Office Assistant/Receptionist

Part-Time, Monday – Friday

The Office Assistant will be responsible for providing administrative support to ensure that office services are delivered in an efficient manner. They have a comprehensive understanding of the program's activities and, as the first point of contact, are responsible for maintaining student records and ensuring that inquiries and questions are answered and directed appropriately, with a welcoming attitude. They must be comfortable with Microsoft Office programs as well as able to learn how to use unique registration software.

Early Years

One-to-One Toddler Class Teacher

Part-Time, Variable Days & Hours

The Toddler Class teacher will be responsible for creating an engaging program for students aged 1-2 years old. They will plan and prepare gross-motor, music, arts and crafts and sensory activities for a 90 minute class period. ACT will provide classroom space and materials, as well as gymnasium space and play equipment.

Preschool Head Teacher (DOE 3K or Pre-K)

Full-Time, Monday – Friday, 8:00 AM to 3:00 PM



The Head Teacher will shape and implement an inquiry-based curriculum filled with rich, thematic unites and developmentally appropriate skills while fostering children's curiosity, their social and emotional learning, and building their confidence. The person in this role will have a BA in Education and/or NYS Early Childhood License or equivalent. They must have at least two years of experience working as a head teacher.

Preschool Assistant Teacher (DOE 3K or Pre-K)

Full-Time, Monday – Friday, 8:00 AM to 3:00 PM

The Assistant Teacher will support the Head Teacher in developing curriculum and managing the class. At least two years working as an assistant teacher required.

After-School

After-School Group Leader

Part-Time, Monday – Friday, September – June

Group Leaders must be over 18 years old. They lead and organize activities for the students in their group, work cooperatively with program specialists and develop team spirit among group members. Experience with children is preferred, but training is provided.

Summer Program

Summer Program Preschool Head Teacher

Full-Time Seasonal, Monday – Friday; June – August

The Summer Program Head Teacher leads and organizes activities for their group of children under 4.9 years old. They must support campers' cognitive, emotional, social, and physical needs while keeping parents informed. The Candidate must have a BA in Education and/or NYS Early Childhood License or equivalent. They must have 2 years of group teaching experience with children under 6 years old and excellent communication skills.

Summer Program Preschool Assistant Teacher

Full-Time Seasonal, Monday – Friday; June – August

The Summer Camp Assistant Teacher works with the Head Teacher to lead creative activities, establish a routine, and support the social-emotional needs of children under 4.9 years old. Experience working with young children is greatly preferred.

Summer Program Specialist

Full-Time Seasonal, Monday – Friday; June – August

Specialists lead 45-minute periods in their area of expertise with all camp groups, ranging from ages 3.7 to 14. They must create lesson plans, engage campers, and help them build skills. Available areas: Arts and Crafts, Sports and Games, Nature, Performing Arts

Summer Program Group Leader

Full-Time Seasonal, Monday – Friday; June – August



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Group Leaders must be over 18 years old. They lead and organize activities for the campers in their group, work cooperatively with program specialists and develop team spirit among group members. Experience with children is preferred, but training is provided.

Summer Program Leader-In-Training

Full-Time Seasonal, Monday – Friday; June – August

Leaders In Training are High School students aged 16 and 17 who can participate in an internship program that can make a positive difference in the lives of the campers. They will support Group Leaders and learn the ins and outs of group management. They will be paid a weekly stipend.

How to Apply

Please complete the application for the type of work you are interested in:

Application for Administrative Work

Application for Childcare Work

Leader In Training Application

Email your completed application, resume, and cover letter to mdeltejo@stjohndivine.org, and CC act@stjohndivine.org.